YUMA COUNTY
RECRUITMENT ANNOUNCEMENT

Position: Senior Custodian
Department: Sheriff’s Office
Classification: Non-Exempt, Eligible for overtime compensation
Salary: $13.71 - $17.24 / hr. D.O.Q.
Grade: 88
Close Date: Until Filled

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

NATURE OF WORK:
Under general supervision, performs work of routine difficulty in the supervision of inmate crews providing custodial/janitorial care of Yuma County Sheriff’s Office facilities. This position has department specific responsibility.

EXPERIENCE & EDUCATION:
High school diploma or GED equivalent; Two (2) years of experience in custodial/janitorial work OR an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS
May require successful completion of a background check, polygraph examination, and drug test prior to appointment; must possess and maintain a valid driver’s license.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

**NOTE**
Reasonable accommodations will be made in order for an “otherwise qualified applicant” with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

Apply:
Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364
Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090
Website: www.yumacountyaz.gov
See Reverse Side For More Information
EXAMPLES OF WORK:  *(Illustrative Only)*  Supervises, leads, and trains inmate crews in providing custodial and janitorial duties, to include routine cleaning, restroom sanitation, floor care, and general maintenance of facilities and grounds; trains and ensures inmate crews follows the proper use of manual and power custodial equipment; transports inmate work crews to designated work facilities; observes and enforces all established detention security rules and procedures; maintains security of work details by observing and controlling inmate behavior; reports inmate behavior, incidents and/or physical problems; maintains strict security and accountability for all tools, equipment, supplies and materials used by inmate work crews; performs custodial and janitorial duties, to include dusting furniture/equipment, sanitizing restrooms, cleaning carpets, stripping, waxing, and buffing floors, as needed; moves and arranges office and building furniture/equipment; sets up and tears down equipment for special events and activities; secures facilities after working hours; operates, inspects and maintains floor care equipment; identifies and reports repair needs; performs equipment repairs and maintenance, as needed; mixes and disposes cleaning chemicals and solutions; orders, receives, and stocks custodial supplies; sorts and delivers supplies and materials; may be required to lift up to forty (40) pounds; maintains regular and reliable attendance; performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:  County policies and procedures; Sheriff's Office policies and procedures; principles and practices of supervision and skills training; materials, methods, and practices used in cleaning and sanitizing buildings and grounds, and related custodial operations; occupational hazards and safety precautions; required detention and security training.

Skills in:  Supervising inmate activities; performing routine custodial and janitorial tasks; operating and maintaining custodial tools and equipment; maintaining safety standards; using computers.

Ability of:  Direct, train, and supervise inmates effectively; operate and care for a variety of custodial tools/equipment; organize work load and meet deadlines; work independently with minimal supervision; follow written and verbal instructions; communicate clearly, both verbally and in writing; establish and maintain effective working relationships with supervisors, employees, other agencies, and the public.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

*(Illustrative Only)*  Work is performed inside and outside of the Sheriff's Office, to include the Detention Center, and at off-site locations; work with assigned inmate workers; may work non-standard hours, to include shift work, holidays, and weekends; exposure to dust, pollen, noise, temperature extremes, and hazardous material; walk or stand for a long periods of time; lift, carry, push, and/or pull objects weighing up to 40 pounds; bend, stretch, stoop, reach, and climb (stairs or step ladder); visual and muscular dexterity to operate: equipment, hand/power tools, computer, telephone, and two-way radio; operate a motor vehicle and travel to/from various locations.

EOE/AA/ADA/M/F/V/D

DRUG FREE WORKPLACE